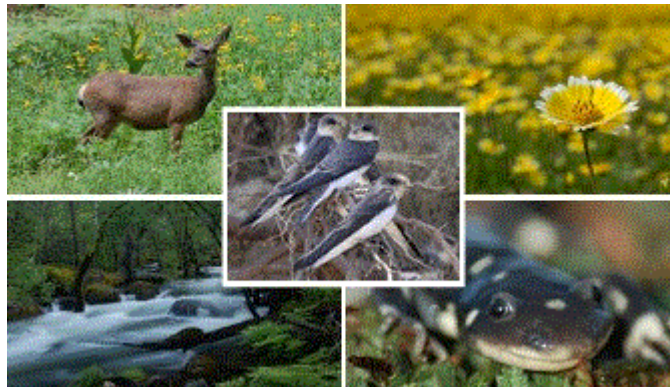




EPIMS Document Repository External Instructions



EPIMS: Environmental Permit Information Management System



Contents

EPIMS Document Repository External Instructions 1

 Part I: Regional Contact Information 3

 Part II: Use of the Document Repository 5

 Part III: Instructions for Creating a User Account in EPIMS..... 6

 Steps to Register..... 6

 Logging into EPIMS 7

 EPIMS Cc Email Function..... 8

 Part IV: Instructions for Submitting Electronically..... 9



CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

Part I: Regional Contact Information

<p>Northern Region – Coastal (Region 1)</p> <p>619 Second Street Eureka, CA 95501 (707) 441-2075 or (707) 445-6493 Email: EPIMS.R1C@wildlife.ca.gov</p> <p><i>Serving: Del Norte, Humboldt, and Mendocino counties.</i></p> <p>Northern Region – Inland (Region 1)</p> <p>601 Locust Street Redding, CA 96001 (530) 225-2367 or (530) 225-2300 Email: EPIMS.R1I@wildlife.ca.gov</p> <p><i>Serving: Lassen, Modoc, Shasta, Siskiyou, Tehama, and Trinity counties.</i></p>	<p>North Central Region (Region 2)</p> <p>1701 Nimbus Road Rancho Cordova, CA 95670 (916) 358-2900 Email: EPIMS.R2@wildlife.ca.gov</p> <p><i>Serving: Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lake, Nevada, Placer, Plumas, Sacramento*, San Joaquin*, Sierra, Sutter, Yolo*, and Yuba counties.</i></p> <p>*Note: Those portions of Sacramento, San Joaquin, and Yolo counties that are south of I-80 and west of I-5 are in Region 3. The balance of each county is in Region 2.</p>
<p>Bay Delta Region (Region 3)</p> <p>2825 Cordelia Road, Suite 100 Fairfield, CA 94534 (707) 428-2002 Email: EPIMS.R3@wildlife.ca.gov</p> <p><i>Serving: Alameda, Contra Costa, Marin, Napa, Sacramento*, San Mateo, Santa Clara, Santa Cruz, San Francisco, San Joaquin*, Solano, Sonoma, and Yolo* counties.</i></p> <p>*Note: Those portions of Sacramento, San Joaquin, and Yolo counties that are south of I-80 and west of I-5 are in Region 3. The balance of each county is in Region 2.</p>	<p>Central Region (Region 4)</p> <p>1234 East Shaw Avenue Fresno, CA 93710 (559) 243-4593 Email: EPIMS.R4@wildlife.ca.gov</p> <p><i>Serving: Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, San Luis Obispo, Stanislaus, Tulare, and Tuolumne counties.</i></p>
<p>South Coast Region (Region 5)</p> <p>3883 Ruffin Road San Diego, CA 92123 (858) 636-3160 Email: EPIMS.R5@wildlife.ca.gov</p> <p><i>Serving: Los Angeles, Orange, San Diego, Santa Barbara, and Ventura counties.</i></p>	<p>Inland Deserts Region (Region 6)</p> <p>3602 Inland Empire Boulevard, Suite C-220 Ontario, CA 91764 (909) 484-0523 Email: EPIMS.R6@wildlife.ca.gov</p> <p><i>Serving: Imperial, Inyo, Mono, Riverside, and San Bernardino counties.</i></p>



CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

Marine Region (Region 7)

20 Lower Ragsdale Drive, Suite 100,
Monterey, CA 93940
(805) 594-6172

Email: EPIMS.R7@wildlife.ca.gov

*Serving Marine Portions of: Del Norte, Humboldt,
Mendocino, Sonoma, Marin, Napa, San Francisco,
Contra Costa, Alameda, San Mateo, Santa Clara,
Santa Cruz, Monterey, San Luis Obispo, Santa Barbara,
Ventura, Los Angeles, Orange, San Diego Counties.*

***Note:** Region 7 **ONLY** applies to CESA projects.

Have questions about EPIMS?

<https://wildlife.ca.gov/Conservation/Environmental-Review/EPIMS>



CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

Part II: Use of the Document Repository

The California Department of Fish and Wildlife (CDFW) allows electronic submittals for Lake and Streambed Alteration (LSA) notifications, California Endangered Species Act (CESA) Incidental Take Permit applications, CESA Consistency Determination (CD) applications, and Habitat Restoration and Enhancement Act (HREA) Approval requests in EPIMS.

Applicants submitting a LSA notification for Cannabis Cultivation projects are required to notify CDFW through the [EPIMS Permitting Portal \(PDF\)](#).

The Document Repository currently accepts LSA notifications (non-Cannabis), CESA applications, and HREA approval requests.

- **Lake or Streambed Alteration**

- If notifying CDFW pursuant to Fish and Game Code section 1602, see Part II of [LSA Notification Instructions and Process](#) document. Submit the following:
 - Notification of Lake or Streambed Alteration form (DFW 2023 (Rev. 05/28/19))
 - Attachments A – E (if applicable)
 - Any required enclosures (e.g., maps, photos, plans, studies, reports, etc.)
 - Copy of [Online License Sales and Services](#) receipt if paid online

Note: If paying by check or money order, CDFW will not begin processing the notification until the correct CDFW Regional Office receives the correct notification fee.

- **California Endangered Species Act**

- If applying for a CESA Incidental Take Permit (ITP) pursuant to Fish and Game Code section 2081 subdivision (b), see CESA ITP application instructions at: <https://wildlife.ca.gov/Conservation/CESA/Permitting/Incidental-Take-Permits> for required application materials.
 - Any required enclosures (e.g., maps, photos, plans, studies, reports, etc.)
 - Copy of [Online License Sales and Services](#) receipt if paid online
- If applying for a CESA Consistency Determination (CD) pursuant to Fish and Game Code federal Section 10(a)(1)(B), see CESA CD instructions at: <https://wildlife.ca.gov/Conservation/CESA/Permitting/Consistency-Determinations> for required application materials.
 - Any required enclosures (e.g., maps, photos, plans, studies, reports, etc.)
 - Copy of [Online License Sales and Services](#) receipt if paid online

- **Habitat Restoration and Enhancement Act**

- If applying for an HREA Approval Request pursuant to Act (Fish & G. Code sections 1650-1657) see HREA instructions at: <https://wildlife.ca.gov/Conservation/Environmental-Review/HRE-Act> for required request materials.
 - Any required enclosures (e.g., maps, photos, plans, studies, reports, etc.)
 - Copy of [Online License Sales and Services](#) receipt if paid online.

Internet Explorer and Safari are not fully compatible with EPIMS. CDFW recommends using Chrome or Firefox web browser.



CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

Part III: Instructions for Creating a User Account in EPIMS

User accounts must be registered using the **applicant's** name.

If you are an agent (e.g., consultant, lawyer, etc.) completing the application on behalf of your client (i.e., the applicant), **DO NOT** register for an account under your own business or personal name.

Who is an applicant?

Notification pursuant to Fish and Game Code section 1602, an “applicant” is defined as the person, State or local government agency, or public utility proposing the project. “Person” means any natural person or any partnership, corporation or limited liability company, trust, or other type of association (Fish & G. Code, § 67).

If the applicant is not a natural person (e.g., business), the applicant or applicant’s designated representative must be an employee of the applicant.

Applicants should only register for one account. A single user account may be used to complete multiple notifications or applications for multiple Regions.

Applicants should receive an automated confirmation email within a few minutes of registering. If you do not receive an email, please check your Spam/Junk E-mail folder.

New User Registration Approval is not automated and may take up to 72 hours. Once approved, you will receive two emails, one containing your User ID, and one containing your temporary password.

Steps to Register

1. Navigate to the EPIMS Log-In page: <https://EPIMS.wildlife.ca.gov>
2. Click “Register Here.”



3. On the Registration page
 - a. Fill in all required fields in the “Personal Information” section.
 - i. Under “What Region are you interested in?” select the [Region](#) where the project will be located (If you intend on notifying in multiple regions, select the region most of your project(s) will be located).



CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

- ii. Include additional contact information, if applicable. **Email addresses entered in the “additional contact information” section will **NOT** receive system-generated emails.*

Note: Once your account is approved you will be able to identify a designated representative or additional contact.

- b. Fill in all required fields in the “Organization Information” section, if you are affiliated with an organization.

The registration form is divided into three main sections: Personal Information, Additional Contact Information, and Organization Information. A red 'Register' button is located in the top right corner of the form area.

Personal Information

Applicant Name:
DO NOT USE ALL CAPS* First Name Middle Name Last Name

Applicant Title:

Applicant Email*:

Confirm Email*:

Applicant Address*:

Applicant Phone*:
City State/Province Postal Code/Zip Phone Ext.

You may include additional contact information, i.e., consultant/business associate/translator.

Contact Name:
First Name Last Name

Email:

Phone:

Organization Information

Are you Affiliated with an Organization? ☒ Yes ☐ No

Organization Name:
DO NOT USE ALL CAPS*

Organization Type:

Organization Website:

Address*:

Phone*:
City State/Province Postal Code/Zip Phone Ext.

Fax:

E-mail Address*:

4. Click “Register,” and you will receive an onscreen confirmation, as well as an automated email.
5. Your user registration will be reviewed for completion and approved by CDFW.
 - a. Once approved, you will receive two separate emails. One email will include your username and the other will include a temporary password.

Logging into EPIMS

1. When you have received your username and temporary password, log in to <https://EPIMS.wildlife.ca.gov>.
2. When logging in for the first time, you will be prompted to change your temporary password.
3. Enter your new password, and confirm, then click Save in the toolbar.



CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

IMPORTANT: Use the “Back” icon, in the toolbar, when navigating within EPIMS.

For detailed instructions, click "Help" in the toolbar.”

4. Once logged in, you will see the Main Menu, which contains:
 - a. Instructions: These are general instructions for navigating EPIMS.
 - b. My Profile: This allows you to view and/or update profile information including, your contact information; email, address, phone, and Associated Organizations. My Profile also allows you to view all email alerts that have been sent to you.
 - c. Apply for a Permit: This allows access to the permits available in EPIMS.

Note: The permits are grouped by region.

- d. My Permit Applications: This allows you to access your permit applications in process.
 - e. Permit Tracking: This allows you to view a list of all your all permits/applications that are Underway.

EPIMSCc Email Function

After receiving your user id and password, EPIMS will allow you (i.e., the Applicant) to add multiple email addresses which will enable system-generated emails to be sent to multiple email addresses.

As the Registered EPIMS User (i.e., Applicant), if you would like someone (e.g., your consultant, lawyer, etc.) other than yourself to receive system-generated emails, you must add the email address(es) to your profile.

To access your profile, from the EPIMS Main Menu, click My Profile, click Edit, and include all email addresses, separated by a semicolon (e.g., abc@wildlife.ca.gov; xyz@wildlife.ca.gov), in the box labeled "Applicant Email." Click "Save" upon completion.

CAUTION: All email addresses entered in Applicant Email will receive ALL system generated emails (including instances when the Registered User requests a new User ID and/or Password).

Note: If you no longer want system-generated emails to be sent to additional contacts, or if you want to change the email addresses, you will need to access you profile and remove/edit the email address(es).



CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

Part IV: Instructions for Submitting Electronically

1. Log in to <https://EPIMS.wildlife.ca.gov>.
2. Click on “Apply for a Permit.”
3. Select the ‘Region Opportunity Title’ according to CDFW Region where the project is going to take place and the opportunity title associated with the permit type. The opportunities titles include:
 - a. Document Repository (Non-Cannabis LSA and CESA ITP)
 - b. Document Repository (HREA and CESA CDs)

Note: See Part I: Regional Contact Information to determine the correct region. If the incorrect region is selected, the application will have to be withdrawn and resubmitted to the correct region.

4. Under the ‘Opportunity Details’ section, click on “Start a New Application.”

Opportunity Details	Start a New Application
01204-TEST - Document Repository (Non-Cannabis LSA & CESA ITP)	

5. General Information:
 - a. Fill in “Project Name.” This is the name of the overall project as identified in the Notification or Application.
 - b. Select “Organization”: If you are affiliated with an organization that is listed within the drop down, select that organization. If you are not affiliated with an organization, select ‘Apply as Individual.’
 - c. Return to the top of the page and click “Save” in the toolbar.
 - d. If you are associated with an organization and would like to allow a user within your organization, who also have an EPIMS User Account, to access applications to assist in client processing, follow these steps before moving on to step 6:
 - i. Click “Edit” in the toolbar.
 - ii. Any EPIMS User associated to the same organization will appear in the “Additional Permittee Contacts” box. This is a multi-select box (hold the Ctrl button on your keyboard), select all additional contacts.
 - iii. Click “Save” in the toolbar.
 - e. Review information in the General Information section, if changes are needed, click “Edit” in the toolbar, and when complete, click “Save.”
6. Click “Go to Application Forms.”

General Information	Go to Application Forms
System ID: 01757	
Project Name: Test	
Registered EPIMS User: Testing Tester	
Additional Contacts: Testing Tester	
<small>Select any additional contacts within your organization that will also manage this Permit</small>	
Organization: Flowers by Frog	

7. On the next screen you will see a list of “Application Forms” that are required in order to submit your notification or application in the Document Repository. These forms include:
 - a. General Information (You have already completed this form. No further action is required.)



CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

b. Uploaded Files

Note: All required fields must be completed, and each form must be marked as 'Complete' in order to submit the application.

8. From the Applications Forms list, select the "Uploaded Files" form.

- a. Read ALL TEXT CAREFULLY.
- b. Click "Edit" at the top of the page.
- c. In the Project Information section, select from the drop-down menus:
 - i. Location where the project will take place.

Note: If Marine Region is selected from the Project Location drop-down, applicant will be asked to identify the county nearest to where the project will take place. Marine Region is only applicable for CESA and HREA projects.

- ii. Type of permit documents being submitted.
 1. Document Repository (Non-Cannabis LSA and CESA ITP), select one:
 - a. Lake or Streambed Alteration (LSA)
 - b. California Endangered Species Act (CESA)
 2. Document Repository (HREA and CESA CDs), select one:
 - a. CESA Consistency Determinations
 - b. HREA – FGC Section 1652
 - c. HREA – FGC section 1653

Project Information

What county is the project located?

Response:

What permit is the documents associated with?

Response:

- d. In the Uploads section:
 - i. Enter a description of the file (e.g., Smith River LSA Notification form)
 - ii. Attach or upload document

Note: The file name should be descriptive (e.g., Smith River Biological Survey)

- iii. Continue steps i and ii for each attachment.



CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

#	Description	Attachment
1. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
2. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
3. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
4. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
5. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
6. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
7. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
8. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
9. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
10. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
11. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
12. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
13. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
14. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
15. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
16. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
17. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
18. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
19. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>
20. Description:	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Accepted File Types: .doc, .docx, .xls, .xlsx, .msg, .pdf, .rtf, .txt, .jpg, .tif, .tiff, .png, .gif, .bmp</small>

e. Return to the toolbar at the top of page and click "Save."

f. Once all information has been added, click "Mark as Complete."

Project Information		Mark as Complete Go to Application Forms
What county is the project located?		
Response: * San Bernardino County		
What permit is the documents associated with?		
Response: * Lake or Streambed Alteration (LSA)		

9. Once Application Form has been checked as Complete, submit your application by clicking on "Submit".

Application Forms		Application Details	Submit	Withdraw
Form Name	Complete?	Last Edited		
General Information	✓	04/22/2020		
Uploaded Files	✓	04/22/2020		

10. When you click Submit, you will receive a pop-up alert informing you that once submitted, all forms will be locked from any further editing. If you are ready click "OK." If changes need to be made to any of the forms, click "Cancel" and edit the applicable forms.

Submitting the Application will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Application?	
<div><input type="button" value="OK"/> <input type="button" value="Cancel"/></div>	



CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

11. Once submitted, you will receive an onscreen confirmation, which includes the application ID number (i.e., your EPIMS number).

Application Submitted Confirmation

You have successfully submitted your Examples and Samples Application with Application ID: 00935.

12. After the onscreen confirmation, you will receive an automated email similar to the onscreen confirmation, indicating your application has been submitted.
13. CDFW will receive notification of the submittal.